

26 FEB 1964

MEMORANDUM FOR: Chief, Logistics Services Division,
Office of Logistics

THROUGH : CIA Records Administration Officer
Chief, Physical Security Division,
Office of Security

SUBJECT : Secure Areas, Recreation and Services Building

1. The Office of Personnel is scheduled to relocate the Insurance Branch and the Mobilization and Military Personnel Division from South Building to the Recreation and Services Building before 17 March 1964.

2. In order to relocate these components it is necessary that secure areas be established within Room 1349 and Room 2010 R & S Building.

3. The Insurance Branch will be keeping all the insurance claims concerning Agency personnel in five drawer filing cabinets in Room 2010. The Mobilization and Military Personnel Division will maintain Agency reservists inactive duty training records in open shelf files in Room 1349.

4. If there are any questions regarding this request, please contact

Deputy Director of Personnel

Distribution:

- 0 & 1 - Addressee
- ☒ - CIA Records Admin Officer
- 1 - Chief, PSD/OS
- 1 - D/Pers Chrono
- 1 - Log Serv File/OP
- 1 - Admin Chrono

ADMINISTRATIVE -- INTERNAL USE ONLY

TRANSMITTAL SLIP		DATE 26 FEB 1964
TO: CIA Records Administration Officer		
ROOM NO. 604	BUILDING 1016 - 16th Street	
REMARKS:		
FROM: Deputy Director of Personnel		
ROOM NO. 5E56	BUILDING Headquarters	EXTENSION <div style="border: 1px solid black; width: 100px; height: 20px;"></div>
<small>FORM NO. 241 1 FEB 55</small> <small>REPLACES FORM 36-B WHICH MAY BE USED.</small> <small>☆ GPO : 1957-0-455445</small>		

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